Graduate Assistant Position

Assistantship title: Disability Services Graduate Assistant
Reporting to: Assistant Dean of Students
Hours per week: Approximately 20 hours per week including occasional night and weekend commitments
Tuition Remission: Five courses September - May
Stipend: $10,000.00

Overview
The mission of the Disability Services Office is to assist students with disabilities at Boston College in achieving their educational, career, and personal goals through the full range of institutional and community resources. The office ensures that students with disabilities receive support services and accommodations that permit equal access to all Boston College programs and the opportunity to realize their potential and develop effective self-advocacy skills.

Job Responsibilities
Support and provide assistance with off-campus and commuter student initiatives to improve the quality of student life and promote good neighbor relations within the community. This position also serves as a conduct hearing officer for the Office of the Dean of Students. Tasks include:

• Respond to student inquiries
• Coordinate services for students with hearing and sight impairments
• Liaison with the Connors Family Learning Center to support students with testing accommodations
• Serve as a resource for students with disabilities
• Various administrative tasks as necessary

Qualifications
• Applicants must be accepted into the Boston College Higher Education Administration graduate program in the Lynch School of Education. Priority will be given to those enrolled in a multi-year program.
• Successful candidates should demonstrate active listening skills, exhibit strong conflict management and resolution abilities, and be detail-oriented. The display of strong communication skills, both verbal and written, and the ability to multi-task and maintain organizational standards are required. Due to the sensitive nature of disability services records, an understanding of the importance of maintaining confidentiality is imperative.
For more information regarding the Boston College Office of the Dean of Students and Disability Services Office, please review the DSO website.